



**CAMBRIDGESHIRE  
FIRE & RESCUE SERVICE**

**MAKE A  
DIFFERENCE.**

**BE THE  
DIFFERENCE.**

**PROCUREMENT LEAD**

**PREVENT  
PROTECT  
RESPOND**

# A message from our **Chief Fire Officer**



Thank you for considering a role with Cambridgeshire Fire and Rescue Service.

At CFRS, our purpose is simple and meaningful: to protect, prevent, and respond. Whether you're working on the frontline or in a professional support role, this shared mission connects every member of our team. It's what drives us to keep communities safe, reduce risk, and be there when it matters most.

Being part of CFRS, regardless of the role you play, is more than responding to emergencies. It's about making a difference every day, being part of something bigger and contributing to a Service that people trust and value.

We're proud of the culture we've built. In our most recent engagement survey, 88% of our people said they're proud to work for CFRS, and 84% agreed that everyone is welcome. Our teams describe the organisation as welcoming, supportive, and inclusive and we work hard to make that a reality, every day, for everyone.

People join CFRS for different reasons - whether it's a desire to help others, give back to the community, develop new skills, or be part of a close-knit team. Whatever your motivation, you'll find a place here where your contribution matters and where you're supported to grow and thrive.

If you share our commitment to protecting people, preventing harm, and responding with care and professionalism, we'd be proud to have you as part of our team.

**Matthew Warren**

A handwritten signature in black ink, appearing to read 'Matthew Warren'.

**Chief Fire Officer**

# Our values

Being part of CFRS means joining a team that cares - about the work we do, the people we serve, and each other.



Our Service Values of Welcoming, Respectful and Professional are not just words. They shape how we treat one another, how we serve our communities, and how we carry out our work each day.

We welcome difference, treat people with respect, and take pride in doing things properly. Whether you're responding to an emergency, delivering fire prevention advice, or supporting others behind the scenes, these values guide how we protect people, prevent harm, and respond when it matters most.

If our values connect with you and you're looking for a career where your contribution matters, you'll thrive in a role that's built on trust, respect, and purpose.

## Values and Behaviours



 Welcoming	 Respectful	 Professional
I am welcoming and inclusive.	I treat everyone with dignity and respect.	I always act with integrity and am accountable for my behaviour, actions and words.
I consider and support my colleagues' wellbeing.	I embrace diversity and difference.	I communicate clearly and listen attentively.
I appropriately address language and behaviours that are not in line with our values.	I am mindful of my impact on others.	I am open and receptive to feedback.

# What we do

At CFRS, our purpose is clear and powerful: to protect people, prevent harm and respond when we're needed most. It's more than a saying - it shapes everything we do.

- Protect – We work with our communities to identify and reduce risks, safeguard vulnerable people, and support resilience across homes, businesses, and public spaces.
- Prevent – Through education and outreach, we aim to stop incidents before they happen - from fire safety visits to road safety campaigns and community engagement.
- Respond – When emergencies do happen, we act swiftly and professionally - whether it's fires, road traffic collisions, floods, or other incidents.

This purpose unites everyone at CFRS - from firefighters on the frontline to those behind the scenes. No matter your role, you'll be helping to deliver a trusted public service that saves lives, reduces harm, and supports our communities to thrive.

## Prevent

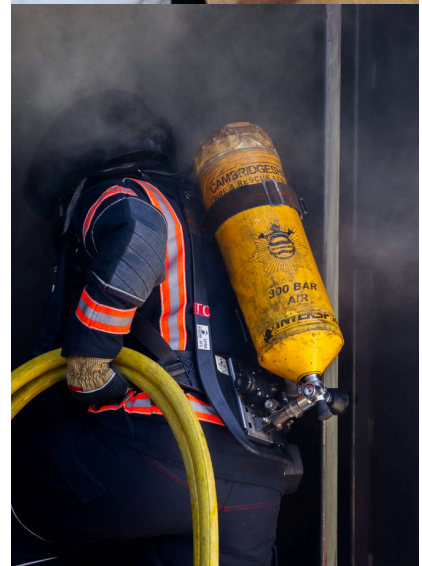
We're always available to respond if there's an emergency, but our work focuses on stopping fires from happening in the first place. Our community safety work is a priority and we help those most at risk of a fire in the home.

## Protect

It's not just in the home where fire safety is important. All non-domestic premises by law must have fire risk assessments carried out by the owners or a responsible person. This is to ensure that employees and any visitors are as protected as they can be from fire and that they could evacuate safely.

## Respond

Our crews of highly trained firefighters are ready to respond when needed - not just to fires, but to a wide range of emergencies. Each year, we attend around 1,500 fires, 400 road traffic collisions, and over 600 other incidents, including flooding, animal rescues, chemical spills, and water rescues.



# **JOB ADVERT: Commercial and Procurement Lead**

**Salary: £39,545 pa plus excellent benefits and hybrid working**

**Contract type: Maternity cover**

**Location: Service Headquarters, Huntingdon**

\*Hybrid Working - we offer a flexible, agile, hybrid working pattern where you can work from home, as well as from Cambridgeshire Fire & Rescue Service and other locations around Cambridgeshire. You will be required to work a minimum of 2/3 days per week in the office.

## **ABOUT THE CAMBRIDGESHIRE FIRE AND RESCUE SERVICE (CFRS)**

CFRS is one of the best fire and rescue services in the UK – but don't take our word for it. Our recent His Majesty's Inspectorate for Constabulary and Fire and Rescue Services (HMICFRS) highlighted our positive culture, our dedication to developing our people and the things we do to promote inclusion across the service.

The Service is dedicated to delivering an outstanding service to the communities we are proud to serve. We are currently looking for two Commercial and Procurement Leads to join our welcoming, forward-thinking fire and rescue service.

### **About the Role:**

Working within our Commercial Team, this service critical role will see you provide effective and efficient procurement of goods and services on behalf of Cambridgeshire and Peterborough Fire Authority (CPFA) to ensure organisational objectives are delivered as well as supporting regional, national and inter agency collaborations.

- You'll support an efficient and flexible procurement service in achieving value for money, cost savings whilst delivering in accordance Procurement Regulations, Authority Policies and Best Practice. You will do this by working with key stakeholders to identify potential savings opportunities to deliver value for money by the consolidation of disaggregate spend within the category lead's category.
- You'll support and promote appropriate procurement strategies addressing the needs of the Authority to deliver compliant procurement activities, ranging from Low Value to Finder Tender Service thresholds as well as utilising National Frameworks for new and existing requirements.
- You will be responsible for managing all aspects of the procurement lifecycle to ensure best practice, responsible and ethical delivery and management of contracts, whilst ensuring all documentation is current and valid for transparency and auditing purposes.
- You will engage with a range of departments and key stakeholders, supporting improvements to procurement activity, enhancing engagement with the procurement function whilst ensuring compliance with regulations, commercial best practice,
- As a category lead, you'll ensure consistent advice and guidance is provided and ensure a smooth and effective procurement process.
- You will provide an understanding of the relevant market conditions, procurement options available as well as advise on potential supply chain risk and vulnerability as well as potential for commercial and reputational risk and report accordingly.
- As well as achieving cost effectiveness for the Authority you taking account of whole life costs and Corporate Social Responsibility/ Sustainability, social value and identifying potential risks with Modern Slavery, whilst always demonstrating effective use of public funds.
- You'll undertake analysis of relevant financial data, review the contract register to identify, forecast, improve and implement changes to contracts and future purchases which enable savings opportunities and potential cost reduction.
- Work with other Public Sector bodies and partner organisations to identify collaboration opportunities within the categories. Engagement with National Fire Chiefs Council Procurement Hub, supporting the National Agenda for all procurement projects that offer benefits to both the Authority and wider Blue Light Organisations.
- You'll deliver awareness sessions and guidance to all colleagues in line with procurement regulations and internal procurement guidance, to increase the commercial awareness across the Authority.



# **JOB ADVERT: Commercial and Procurement Lead**

## **ABOUT YOU:**

Everyone is welcome at CFRS and we're committed to building a diverse, inclusive and professional support team. The experience required in this role includes:

- Membership or be working towards MICIPS and or
- Good commercial awareness preferably within a public sector environment with experience of running and managing procurement processes and the resulting contract management.
- Experience of an e-tendering portal to provide an auditable tendering mechanism.
- You'll have a good knowledge of the Public Procurement Regulations, principles of GPA and WTO Parameters and some knowledge of the New Procurement Act due to come into effect.
- An understanding of value for money principles, Innovation, Social Value, Sustainable Procurement and Ethical Trading including Modern Slavery.
- Proficient in Microsoft based packages, including Sharepoint, word and excel to manipulate and interpret numerical data, along with familiarity of Teams.
- Your clear and concise ability to communication with others will allow you to thrive in the role.

## **WORKING LIFE AT CAMBRIDGESHIRE FIRE AND RESCUE SERVICE:**

You don't have to wear a firefighter's uniform and run into burning buildings to play an important role in the Service. A role in our support functions offers the chance to build a challenging, rewarding career and the opportunity to give something back to the community. We're a modern and progressive place to work and promote the right values and welcoming culture by:

- Ensure transparency and fairness in everything we do.
- We're proud to be a Disability Confident employer.
- We provide health and wellbeing support for everyone in the service.
- We have inclusion ambassadors and established working groups for protected characteristics and menopause.

## **ABOUT THE REWARDS/BENEFITS WE OFFER:**

- Employee Assistance Programme
- Access to Health Cash Plan
- A competitive pension scheme
- Access to Blue Light Discount at hundreds of stores and events
- Access to Health Shield Perks discounts
- Family friendly policies – including flexible working
- Great learning and development opportunities
- 28 days annual leave each year plus bank holidays, increasing with long service
- Parking (site specific)
- Flexible, agile, hybrid working

# JOB DESCRIPTION: **Commercial and Procurement Lead**

**DEPARTMENT: SUPPORT SERVICES**

**ROLE: COMMERCIAL AND PROCUREMENT LEAD**

**Responsible to: Head of Commercial and Business Support**

## **Job Purpose:**

To efficiently and effectively support the procurement of goods, services and works, for Cambridgeshire Fire and Rescue Service ensuring compliance within the legal parameters of the Public Procurement Regulations and achievement of Value for Money for the Authority.

Liaise with stakeholders to provide commercial advice and recommendations on matters relating to procurement, from pre- procurement stage, commercial activity and subsequent effective management of contracts.

Date of last review: January 2022

## **Main Duties & Accountabilities**

- Support an efficient and flexible procurement service which will achieve optimum value for money, cost savings and quality of service whilst delivering in accordance with the latest Procurement Regulations, Authority Policies and Best Practice.
- Engaging with departments and key stakeholders to support improvements to ways of working to enhance engagement with the procurement function across the organisation, whilst ensuring that budget holders comply with regulations, best practice, support organisational and national objectives.
- As a category lead, ensuring a consistent service is provided, working methodically to ensure a good commercial relationship is established between budget holders to ensure a smooth and effective procurement process. To provide to stakeholders an understanding of the relevant market conditions, procurement options available as well as advise on potential supply chain risk and vulnerability.
- Delivering compliant procurement activities, ranging from Low Value to Finder Tender Service (replacement for OJEU) and National Frameworks for new and existing requirements, managing all aspects of the procurement lifecycle to ensure best practice, responsible and ethical delivery and management of contracts, whilst ensuring all documentation is current and valid for transparency and auditing purposes.
- Support and promote appropriate procurement strategies addressing the needs of the Authority and category requirements. To work with key stakeholders to identify potential savings opportunities to deliver value for money by the consolidation of disaggregate spend within the category lead's category.
- Identify potential for commercial and reputational risks within the category and report accordingly.
- Ensure end users requirements deliver cost effectiveness for the Authority taking account of whole life costs and Corporate Social Responsibility/ Sustainability, social value and identifying potential risks with Modern Slavery, whilst always demonstrating effective use of public funds.
- Undertake analysis of relevant financial data, review the contract register to identify, forecast, improve and implement changes to contracts and future purchases which enable savings opportunities and potential cost reduction.
- Work with other Public Sector bodies and partner organisations to identify collaboration opportunities within the categories. Engagement with National Fire Chiefs Council Procurement Hub, supporting the National Agenda for all procurement projects that offer benefits to both the Authority and wider Blue Light Organisations.
- To deliver awareness sessions and guidance for all staff in line with procurement regulations and internal procurement guidance, to increase the commercial awareness across the Authority.
- To undertake such other duties as may be required from time to time, commensurate with the grade and positioning of the post.

# **JOB DESCRIPTION: Commercial and Procurement Lead**



## **CORPORATE ACCOUNTABILITIES (applicable to all personnel)**

### **Equality, Diversity and Inclusion & Safeguarding**

- Support and promote the Service's statement, policies and procedures on Safeguarding, Equality and Inclusion in employment and service delivery.

### **Health, Safety and Risk**

- Ensure that health, safety and risk issues are factored into all areas of activity
- Support and promote the Service's Health and Safety policies and procedures to maintain a safe and healthy working environment.

### **Personal Development**

- Responsible for updating own practices and professional knowledge.
- Undertaking personal development activities as agreed with line manager.

### **General**

- To undertake such other duties as may be required from time to time, commensurate with the grade and positioning of the post.

## **OTHER GENERAL REQUIREMENTS OF THE JOB**

### **CPD**

- The post holder must be willing to continuously develop their professional knowledge, experience and understanding.

### **TRAVEL**

- Travelling across the county may be required to facilitate the effective delivery of the role and to participate in meetings etc.





## PERSON SPECIFICATION: **COMMERCIAL AND PROCUREMENT LEAD**

CORE COMPETENCIES	CRITERIA	ESSENTIAL	DESIRABLE	MEASUREMENT
QUALIFICATIONS/ EDUCATION	Professional qualification and/or Member of or working towards MCIPS	x		Application form and selection process
	Professional Diploma - Chartered Institute of Purchase & Supply		x	Application form and selection process
	Professional Diploma - ILM or CMI Management Level 5		x	Application form and selection process
KNOWLEDGE	Requires a Good knowledge of the European, UK and Public Procurement Regulations, principles of GPA and WTO Parameters. New Procurement Regulations due to come into effect.	x		Application form and selection process
	Previous Experience of the use of e-tendering portals		x	Application form and selection process
	To fully understand and demonstrate the supply chains, risk and vulnerability		x	Application form and selection process
	Demonstrate a good understanding of the principles of Project Management		x	Application form and selection process
	Commercial Awareness within a Public Sector Environment and the Emergency Services	x		Application form and selection process



CORE COMPETENCIES	CRITERIA	ESSENTIAL	DESIRABLE	MEASUREMENT
SKILLS	Demonstrable experience in the examining, advising and negotiating on contracts		x	Application form and selection process
	Clear and concise written and spoken communication skills	x		Application form and selection process
	To be proficient in Microsoft based packages, including Sharepoint, word and excel to manipulate and interpret numerical data, along with familiarity of Teams.	x		Application form and selection process
	Ability to calculate and evaluate numerical data	x		Application form and selection process
	To advise, persuade or negotiate within the confines of the regulations	x		Application form and selection process
	Excellent negotiation skills to bring about discussion and settlement		x	Application form and selection process
	In-depth experience of an e-tendering portal such as Contracts Finder, Finder Tender, Delta e-sourcing, Blue light etc to provide an auditable tendering mechanism	x		Application form and selection process
	Strong organisational skills, able to autonomously prioritise work effectively and deliver to deadlines under pressure	x		Application form and selection process



## PERSON SPECIFICATION: **PEOPLE GROUP ASSISTANT**



CORE COMPETENCIES	CRITERIA	ESSENTIAL	DESIRABLE	MEASUREMENT
EXPERIENCE	Demonstrable in-depth experience of running and managing complex procurement processes.	x		Application form and selection process
	Experience to influence decisions for example appropriate routes to market.		x	Application form and selection process
	Post holder would be expected to demonstrate working to guidelines but without boundaries to achieve it.	x		Application form and selection process
	Adept at working as a team member or working independently when required	x		Application form and selection process
General	Full, current driving licence*	x		Application form
	Successful applicants will be required to complete a standard or enhanced Disclosure and Barring Service (DBS) check as part of the pre-employment checks	x		Pre-employment Stage

\*Reasonable adjustment will be made for those candidates who may have a disability under the Equality Act 2010. However, it is essential that the successful candidate can travel to any part of the county when required



# Terms & Conditions



The salary scale and conditions of service are determined by collective agreements covering Local Government employees made at the National Joint Council, Eastern Provincial Council and locally between this Authority and the recognised unions, and as supplemented by the decisions of the Authority.

## **Location**

The successful applicant will be based in Huntingdon but will be required to travel to other sites in Cambridgeshire and out of County.

## **Salary**

£39,545 pa plus excellent benefits

Payment is normally made 7 days before the last working day of the month by BACS transfer to your bank or building society account.

## **Type of Contract**

Maternity cover

## **Hours**

37 hours per week

A flexible approach can be taken when making local agreements around working hours. This will be agreed with the line manager.

## **Probation Period**

There is usually a probationary period of 6 months

## **Offer Subject to**

Completion of Medical Questionnaire/Medical Examination.

Receipt of references satisfactory to the Authority.

Evidence of right to work in the UK (including Settled Status or Pre-Settled Status for most EU citizens)

Requirement to complete a standard or enhanced Disclosure and Barring Service (DBS) check



# Terms & Conditions cont.



## **Pension**

Membership of the Local Government Pension Scheme, this is funded by contributions both from you and the Fire Authority. Your contribution is dependent upon salary and will be between 5.5% and 7.5% of your salary. Transfer of contributions from previous employment is possible under certain circumstances. You will receive an explanatory booklet if appointed

## **Annual Leave**

The annual leave year runs from 1 April to 31 March. The leave entitlement for full time staff is 24 days per annum; annual leave for part-time staff is given on a pro-rata basis. If you are new to local government your entitlement in your first year will be calculated on a pro rata basis. After five years Local Government Service you will be entitled to five extra days' annual leave. After 10- and 15-years' service in this Service you will receive an extra 1 day of annual leave, giving a maximum of 30 days. In addition, you will receive paid leave on eight public holidays if you normally work on that day (pro-rata for part-time employees).

Other leave: Special leave arrangements exist covering bereavement, nursing sick relatives, adoption, paternity, maternity and parental leave, and jury service. Subject to operational requirements special leave arrangements also exist covering certain public duties, e.g. magistrate, school governor, etc.

## **Sickness**

The Authority operates a nationally agreed scheme, which provides for varying periods of sickness absence on full pay followed by half pay, according to the length of recognised continuous Local Government service. There is a minimum of one month on full pay and one month on half pay, rising to a maximum of six months on full pay and six months on half pay after five years' service.

## **Training & Development**

Training and Development has a high priority in the Authority. It is seen as a continuous process and you will be encouraged to develop relevant skills. You may be offered financial or other assistance where appropriate and subject to affordability

## **Equal Opportunities**

The Fire Authority is committed to providing equality of opportunity in employment and service provision.



Thank you for your interest in joining Cambridgeshire Fire and Rescue Service.

We're proud to be a Service that values dignity, respect, and equal opportunity for all. If you have any conditions - whether diagnosed or not - that may affect any part of the recruitment process, please let us know. This could include physical or mental health conditions, or anything related to neurodiversity.

Sharing this information is completely confidential and will not affect how your application is assessed. It simply helps us ensure that any reasonable adjustments can be made to support you through the process.

If you're successful, you won't just be joining a Service - you'll be joining a team that makes a real difference every day.

We wish you the very best of luck.

**MAKE A  
DIFFERENCE.  
BE THE  
DIFFERENCE.**



**CAMBRIDGESHIRE  
FIRE & RESCUE SERVICE**  
*Working together to improve community safety*